

Town of Little Creek Delaware

Public Meeting/Hearing Ground Rules

These ground rules will be in effect for all meetings falling under the authority of the Board of Commissioners for the Town of Little Creek Delaware.

- Please mute your phone and any other electronic devices. We ask that if you need to take a call that you quietly excuse yourself from the meeting area.
- If you would like to speak, please raise your hand. Once acknowledged by the chair the floor will be yours. Please state your name slowly and clearly so we ensure it is captured correctly for the meeting minutes.
- Please keep your comments brief and to the point out of respect for everyone's time.
- This is a public discussion, not a debate. The purpose is not to win an argument, but to hear many points of view and explore many options and solutions.
- Everyone is encouraged to participate. If you do not care to speak or provide written comments the Board will assume you agree with any proposal or matter being discussed.
- Comments in writing will be accepted from the time the agenda is posted until the third Saturday of each month. Written comments will be given the same weight as those given live.
- We ask that everyone give ample time for everyone who would like to speak the time to do so. If you have already voiced your ideas, let others have an opportunity.
- Please refrain from side conversations.
- During the discussion if you think of an idea and you think you will forget, write it down. Please don't interrupt the speaker who has the floor.
- If you are unclear on a point, please ask questions to seek clarification.
- The Board will do their best to respond to each comment/question however, we reserve the right to respond to questions in writing following the meeting if there is either not adequate time to answer or if information must be gathered to adequately respond.
- Meetings may be recorded, and comments will be made part of the public record.
- Demeaning, derogatory, inflammatory, or vulgar language or actions will not be permitted and may result in attendee(s) being removed from the meeting
- The President will administer the rules and may:

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- Interrupt, warn, or terminate a participant's statements when the statements are too lengthy, personally directed, abusive, obscene, or irrelevant.
- Remove any individual from the meeting when that person does not observe reasonable decorum.
- Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.

For Virtual or Hybrid Meetings

- All participants will be muted and placed in listen only mode.
- If you have an issue to address with the Board and cannot attend in person, please submit a request in writing no later than the Third Saturday prior to the meeting no later than 12 noon. (i.e., Board Meeting is Monday May 2, Request would need to be received by 16 April at 12 noon).
- The board will review the items and either contact the resident and advise why they will not address the issue at the meeting or add the item under the public comments section of the agenda.
- If the item is added to the agenda the resident will be taken off mute during the public comment period and given no longer than 10 minutes to discuss their issue.